

Together, for several years now, we have been striving to make our Public Works Department the best it can be.

And, together, we have made much progress towards this goal.

Public Works Diversity Action Plan Accomplishments

Field Operations Division

Solid Waste **Traffic Ops** **Streets**

JANUARY - DECEMBER 2006

Mission: To make Tempe the best place to live, work, and play.

Values: **People**...**Integrity**...**Respect**...**Openness**...**Creativity**...**Quality**...**Diversity**

Goal #1 Establish Positive and Open Relationships	Action Items (where appropriate, include dates, numbers & with whom)
Establish guidelines for 360 meetings	Everyone's input is important
	No interrupting
	Everyone has a chance to be heard
Continue open door policy	All employees can come in and discuss any topic
Continue supervisor training	PW Supervisor Workshops
	Performance Evaluation Plans (March 2, 2006)
	Civil Rights & EEOC (June 1, 2006)
	CPM
	Colors Certification
Conduct One on ones	PDP Implementation
Promote Teamwork/Maintain quality services	Field Operations supervisors/managers/staff share phone/radio coverage responsibilities
Energize the workplace	Professional Administrative Day (April 26, 2006)
	Field Operations Admin breakfast meeting (May 4, 2006)
	Traffic Operations steak fry (June 29, 2006)
Conduct 360 Meetings	Added to all meeting agendas
Maintain healthy labor/management relationships	Field Operations SEIU members, bargaining unit members, supervisors and management staff
Establish cross section coordination for alley maintenance program	Streets and Solid Waste Supervisors, leads and equipment operators
	Supervisors provide feedback to employees

Goal #2 Promote Cross-training & Mentoring	Action Items (where appropriate, include dates, numbers & with whom)
Pass lessons from MST and Supervisor Workshops on to employees	Supervisors, leads, management assistants, managers - monthly 360 meetings
Cross train light duty employees in SW inspections	April-November, 2006 - open to all solid waste sections
Implement SW inspector cross training schedule	Rotated interested employees through cross training
Create Management Assistant cross training opportunity	Debbie Cress - February to May 2006 Bobbi Lloyd - May to December, 2006
Solicit participation in Traffic Operations signal construction training	various dates, 2006
Facilitate participation in PW 101 training	New Field Operations staff - as scheduled
Establish Cross section coverage of collection routes	solid waste supervisors; equipment operators cross trained in each collection area
Encourage group interaction and networking	Debbie Cress- PW Breakfast Committee member
Streets Maintenance section job rotation program	leads and equipment operators rotate through major work programs
Promote City wide mentoring program	Debbie Cress, Ramon Saiz, Toby Crooks - participants
Review of training to ensure equity by Manager	Deputy PW Manager, section management
Goal #3 Maintain Awareness of Appropriate and Legal Conduct	Action Items (where appropriate, include dates, numbers & with whom)
Promote ongoing discussions with employees on what is appropriate and legal conduct in the work place.	Email training
Discuss topics from MST and Supervisor Workshops	Provided handouts at 360 meetings
Ensure Diverse hiring panels are utilized	Public Works Management; all recruitments
Continue equitable hiring practices	Hiring, recruitments & interviews approved by HR & PW
Educate employees on diversity action plan	Streets & Traffic Ops monthly agenda (August 24, 2006)
Ensure that safety initiatives are included on meeting agendas	All Field Operations sections
Promote video and safety discussion	Jim Freking and Jim St Germain, safety reps

Goal #4 Continue to promote the mission of Recruitment Outreach Committee (ROC)	Action Items (where appropriate, include dates, numbers & with whom)
Participate in ASU job fair to recruit for summer internships	Ramon Saiz, ROC committee member
Participate in community college and high school education/recruitment activities	ROC committee
Participate in Luke AF Base job fair	Public Works Management
Use APWA and ROC to recruit SW Superintendent	Deputy PW Manager, PW Administration
Participate in school/student outreach and education activities	Ramon Saiz, Steve Such; SW Equipment Operators
Participate in 2 job fairs	Lucy Morales, ROC committee member
Participate in Marcos de Niza Career Day	Signal Technicians
Conduct ROC presentation at Streets & Traffic Ops quarterly meetings	Field Operations staff - August, 2006

Goal #5 Be Inclusive	Action Items (where appropriate, include dates, numbers & with whom)
Conduct monthly 360 meetings with All Field Operations sections	SW-3rd Thursdays
	Streets and Traffic Operations - 4th Thursday of the month
	All Employees
	topics include health awareness, safety, OSHA updates, SEIU information, etc.
Review Streets Rules with Streets Team periodically	All Street Maintenance team members; various section 360 meetings
Get feedback from employees on diversity action plan	Field Operations monthly section meetings
Get feedback on new vehicles/equipment	Equipment operators provide valuable input prior to purchasing
	Have employees advise supervisors on any issues with vehicles
Solicit Solid Waste equipment operator review of new vehicle	Summer, 2006
Attend Supervisor Workshops	Debbie Cress & Bobbi Lloyd attended one
Promote effective communications	Resolve interpersonal conflicts
Contact Behavior Assistance Training	Streets & Traffic Ops supervisors & crew leaders attended (Feb & March 2006)
Establish Team Award Criteria Task Force	Decided on criteria and eligibility
Conduct employee forums for Streets and Solid Waste Superintendent	Solid Waste Supt. - Sept., 2006; Streets Supt.- December, 2006